Facility Rental Guide

Thank you for choosing the Wallace Centers of Iowa for your gathering. These guidelines are designed to help you know what to expect from the time you inquire about a rental through the completion of your event.

Facility Rental Requests

If you're interested in hosting your gathering at one of our facilities, please start by submitting a Facility Rental Request. Once we receive these details, our team will follow up with your availability, pricing, and next steps.

Be prepared to provide the following information:

- Preferred date and rental hours
- Purpose of event
- Approximate number of guests
- Preferred facility and space needs
- Whether food or catering will be part of the event
- Whether alcohol will be served

Please note that WCI facilities are available for rental when they are not being used for WCI programs and events.

Facility Tours

We encourage renters to schedule a tour before their event, particularly if they have not previously used the space. During your tour, staff can review room options, furniture, parking, accessibility, food service areas and other details specific to your event.

Reserve Your Date

To finalize your rental, WCI will provide a rental agreement for review and signature. The rental agreement will identify:

- Rental date and hours
- Space being rented
- Event type
- Approximate attendance
- Setup requests
- Rental fees
- Appropriate uses of facility and grounds

The signed rental agreement should be returned to WCI along with payment arrangements.

Payment

All rental payments require a $50 down payment at time of booking. The remaining balance is due one week prior to the event. Check or card payments are accepted. The booking fee is nonrefundable.

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Plan Your Event

As your event approaches, communicate your final plans to WCI staff, including your expected attendance, schedule and room setup. Please also let us know about any caterers, vendors, or special arrangements.

Your rental time must include setup and cleanup time. WCI staff will unlock the facility at the beginning of your scheduled rental period or provide an access code that will provide entry at the start of your rental time.

Event Setup

Provide WCI with your final setup needs 7 days before your event. WCI staff will arrange WCI-owned tables and chairs before your event. You will need to provide your own technology equipment, unless previously discussed.

Renters may then add decorations, linens, place settings and other event materials during your scheduled event. Nothing can be attached to furniture; only masking tape, painters tape or Command strips may used on walls. Renters are not allowed to move or cover historical items in WCI facilities. Arrangements for tents must be made in advance.

Food & Beverage

You are welcome to bring your own food or work with an outside caterer. If using a caterer, coordinate those arrangements with WCI in advance. WCI does not provide catering services.

At the Gathering Barn, renters have limited access to the kitchen. You can use the refrigerator, freezer, sink and countertops. The stove and oven are not available for use. At the Wallace House, renters will have access to a sink and refrigerator. The kitchen is not available for use.

If alcohol will be part of your event, notify WCI in advance so staff can discuss applicable arrangements and requirements with you. Only beer and wine are allowed.

During Your Event

The person who signs the rental agreement is WCI's primary contact and is responsible for helping ensure guests follow facility requirements as found in the WCI Facility Rental Policy. Please treat the facility and grounds with care and leave them in the condition in which you found them. Renters and their guests are required to follow our Code of Conduct.

Parking is only allowed in designated parking areas (Wallace Farm) or street parking (Wallace House). Guests are not allowed to drive or park on any lawna areas.

Cleanup and Departure

Cleanup must be completed before the end of your scheduled rental period. Improper cleanup may result in a clean-up fee. Before leaving:

- Remove decorations and personal belongings
- Remove food, beverages, and event supplies
- Clean up spills and event-related messes
- Leave tables and chairs in place
- Remove all garbage from the property

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